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30 October 1953

MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans & Policy Staff

SUBJECT : TR(G) Weekly Summary Report

1. The Chief, IT/D, attended the DD/A Training Liaison Officer meeting on 27 October and presented a proposed program for an abbreviated BIC(I) for on-duty personnel of the DD/A offices. This was generally approved, though several Training Liaison Officers requested additional time given to DD/P activities. Chief, IT/D, will consult with BIC(CS) Staff and revise the proposed program to include a few additional hours on clandestine intelligence affairs. After approval of Director of Training, revised proposal will be presented to the Training Liaison Officers; target date for first course is January 1954.

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2. Mr. Richard Scammon, Department of State, [REDACTED] ONE;

[REDACTED], OGI; lectures in the BIC(I) #14 during the past week. 25X1A9a

3. The following changes in the Reading Improvement Course are under consideration for the January classes:

- a. Preliminary interviews with each employee to interpret initial test results and ophthalmograph records before lab work begins. Under present operation this interview is conducted during the first two weeks of the course.
- b. The course will be divided into two parts. The first phase will consist of the basic training and the second phase will provide training on specific reading skills based on office requirements and office material.
- c. Training manuals are being prepared for each trainee containing instructional and test material.
- d. The second phase of the course will be offered as a separate course to previous employees having the Reading Improvement Course.

4. LCDR Lindbeck, Head Training Officer, ONI, attended the recent 11th Agency Orientation Program and the Indoctrination Program on 29 October to evaluate them for possible use by ONI personnel, at the request of Captain Hurd, ONI. Approval of the Director of Training will be obtained prior to Navy participation in these programs.

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5. Colonel Howard John, Chief Training Officer, G2, has discussed with Chief, OB/D, the possibility of G2 attendance at the Indoctrination Program; and he plans to attend this program with the first G2 group on 12 November. ✓

6. The Chief, OB/D plans to discuss with Mr. Nelson Rockefeller the details of his presentation on the Orientation Program on 3 November.

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7. On 31 October, the Chief, OB/D, with [REDACTED] Planning and Coordination Staff, DD/P, will brief Mr. Walter S. Robertson, Assistant Secretary of State for Far Eastern Affairs, and his Deputy, Mr. Everett Drumright, on the mission and functions of CIA. ✓

8. The DD/A Training Liaison Officer meeting was held by S/PP on 27 October; minutes of this meeting will be forwarded to the Director of Training under separate cover.

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9. A draft of reply to a dispatch from [REDACTED] regarding the JOT and Career Service programs, is being prepared by S/PP in collaboration with Chief, JOT Division.

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10. [REDACTED] have or will expire before conclusion of the BIC(I) #14 now under way. The Chief, JOT/D, in consultation with [REDACTED], has decided not to request extensions for these persons, but to take the chance that they will not be called until the course has been completed. If they are called, arrangements will be made to facilitate their entry into the OCS program.

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11. Discussions have been held by Chief, JOT/D, with [REDACTED] Chief, P.U.D., on two points: a) the question of making J.O.T.'s available to P.U.D. for permanent placement; and b) rate at which J.O.T.'s on the O.C.S. Program should be reinstated on the completion of their tours of duty. Complete reports on these two matters are to be forwarded to the Director of Training.

12. A combined total of 197 students are presently enrolled in introductory and self-study courses in the Language Training Branch. Ninety-six of these students are in classes and 101 are in self-study programs.

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